ANNIE WRIGHT SCHOOLS

Employment Application

We consider applicants for all positions based on qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability or sexual orientation.

PLEASE PRINT

Last Name	First Name	Middle Name	
Number Code	Street	City	State	Zip

Date of Application:	Position Sought:

How did you learn about AWS?
___ Advertisement ___ Friend ___ Walk-in
___ Recruiting Firm ___ Current Employee ___ Other:
_____

Telephone number(s) where we can contact you:
Home: (   ) Cell: (   )

Record of Conviction:
(A criminal record check will be conducted by the school.)

During the last ten years, have you ever been convicted of a crime other than a minor traffic offense?
_____ Yes _____ No

If yes, explain: _____
(A conviction will not automatically disqualify you for employment. Age, date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

Are you available to work:
Regular Full-Time _____ Yes _____ No Regular Part-Time _____ Yes _____ No

Temporary Full-Time _____ Yes _____ No Temporary Part-Time _____ Yes _____ No

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation?

_____ Yes   _____ No

If you believe you may need reasonable accommodations in the application or interview process or to perform essential job functions, please contact the Human Resources Director at 253.284.8621 or HR@aw.org. AWS is an equal opportunity employer and provides reasonable accommodations to qualified individuals with disabilities in accordance with the requirements of federal, state, and local laws.

_____

_____

Do you have any relatives or friends who work for Annie Wright Schools? _____ Yes   _____ No
If yes, please list their name(s)
_____

_____

Previous Employer: _____ Phone: _____

Address: _____
City   State   Zip

Dates of Employment: _____

Job Title: _____ Wage Earned: _____

Supervisor: _____

Description of Duties _____

_____

_____

Reason for Leaving: _____

Previous Employer: _____ Phone: _____

Address: _____
City   State   Zip

Dates of Employment: _____

Job Title: _____ Wage Earned: _____

Supervisor: _____

Description of Duties _____

_____

_____

Reason for Leaving: _____

References: _____
(Name, email and phone number)

_____
(Name, email and phone number)

_____
(Name, email and phone number)

If you are under 18 years of age, can you provide required   _____ Yes   _____ No
proof of your eligibility to work?

Have you ever submitted an application with AWS before?   _____ Yes   _____ No

If yes, please give date: _____

Have you ever been employed by AWS before?   _____ Yes   _____ No

If yes, please give date: _____

Are you currently employed?   _____ Yes   _____ No

May we contact your present employer for references?   _____ Yes   _____ No

Are you legally qualified to work in the United States?   _____ Yes   _____ No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Food Service Only
    Experienced in: Baking _____   Scratch Cooking _____   Catering _____   Short Order _____

    Institutional Cooking _____   Preferred Type of Cooking _____

APPLICANT'S AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize AWS to verify their accuracy and to obtain reference information on my work performance.

I understand that, if employed, falsified statements or misleading information provided in this application form, my resume or any interview and correspondence with the school, shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

_____   _____
Signature of Applicant   Date

Annie Wright Schools
827 N. Tacoma Ave, Tacoma, WA 98403

Please check one: ☐   Administration/Staff Application   ☐   Faculty Application

Opportunity to Self-Identify

Annie Wright Schools is an Equal Opportunity Employer. It is your right to **volunteer** the following information. This data is confidential and will allow us to monitor our efforts to attain a diverse workforce. It is unlawful to discriminate against you on the basis of this information.

Full Name	Position Title	Date

Gender   M _____   F _____

Race/Ethnicity: (Please check only one)

☐ **BLACK:** African origin; not of Hispanic origin

☐ **ASIAN:** Far Easterner, Southeast Asian, or Indian Origin
        (Chinese, Japanese, Korean, Vietnamese, Asian Indian, Cambodian, Laotian, Other)

☐ **PACIFIC ISLANDER:** Hawaiian Islands, or Pacific Island Origin
        (Hawaiian, Guamanian/Chamorro, Samoan, Other)

☐ **HISPANIC:** Spanish/Latin-American/Latino

(Cuban, Mexican, Mexican-American/Chicano, Puerto Rican, Other)

☐ **CAUCASIAN:** Indo-European

☐ **AMERICAN INDIAN:** Indian origin Native to the Americas with cultural identification.
(Aleut, Eskimo, Native American: Tribe/Nation, Other)

☐ **FILIPINO:** Filipino

☐ **OTHER NON-WHITE:** Other Non-White

☐ **DECLINE TO STATE**

VETERAN STATUS:

☐ **VIETNAM ERA VETERAN** – The Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA), allows you the opportunity to self-identify as a person who (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and was discharged or released with other than a dishonorable discharge, if any part of such activity was performed: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (B) between August 5, 1964 and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed; (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975; or (ii) Between August 5, 1964, and May 7, 1975 in any other location.

☐ **OTHER ELIGIBLE VETERAN** – The Veterans Employment Opportunities Act of 1998 allows you the opportunity to self-identify as a person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a badge has been authorized. A copy of the list may be obtained by sending an email to OtherVets@vets100.com, or by calling (703) 461-2460 and requesting that a copy be mailed to you. To identify the campaigns or expeditions that meet these criteria, visit the Office of Personnel Management at http://www.opm.gov/veterans/html/vgmedal12.htm.